

REQUIREMENTS FOR LARGE LOT SUBDIVISION

- Proposed large lot subdivisions require a completed application and map (see Attachment A) with minimum required fees and variable fees (with documentation or applications) as are applicable.
- Application requires completion of a *Planning review*.
- Application requires *Environmental Health Department Plat Review Assessment* fees for land use and water program reviews
- Application requires a *soils evaluation* for each lot in the proposed subdivision or verification of *public sewer* availability for each lot.
- Application requires *Public Works Department Plat Review Assessment* fees for proposal and final map reviews
- Subdivisions proposing development of a *new public water system* require additional Environmental Health Department reviews, approvals and fees. Subdivisions proposing connecting to an *existing public water system* require a *Water Availability Notification* signed by the water system purveyor for each lot.
- Subdivisions of *greater than four lots* will require compliance with the *State Environmental Policy Act (SEPA)* and completion of a SEPA checklist.
- Fee for *Alteration/Vacation* of any large lot subdivision is **\$355.00**
- ***NOTICE: Consideration of special tax programs is NOT part of the permitting or development review process and may involve considerable additional expense to property owners.*** If your parcel is in a special tax program such as Open Space Farm and Agricultural Land, Open Space Timber or Designated Forest Land, you must personally advise the Assessor's Office of any change in use of the land. It is recommended you contact the Assessor's Office (360-740-1392) for additional information prior to beginning the application process.

MINIMUM BASE FEE (1-4 lots \$2,325.00 / 5+ lots \$2,930.00)

Base Fees Includes:

Application Fee	\$ 1,385.00
Planning review	90.00
Environmental Health Department Reviews (\$200.00 water program / \$200.00 land use)	400.00
Public Works Department Reviews (\$300.00 plat review / \$150.00 final map)	450.00
SEPA Checklist Review (Required with 5+ lots) (\$355.00 checklist plus \$250.00 public notice)	605.00

VARIABLE FEES

Soil Evaluation or	180.00 per lot
Sewage Permit Application (Design review fee of \$170.00 each application may apply)	300.00 per lot
Well Site Approval (public water)	360.00
Water System Review (over 6 hours then \$100.00 per hour)	600.00 (1st 6 hrs)
Water Availability Notification	80.00 per lot

Additional reviews and fees may be required for road approach permits, storm-water review, easement of necessity, etc. This determination will be made during the initial Public Works Department Plat Review and the applicant will be notified. Inquiries on these reviews should be addressed to the Lewis County Public Works Department.

LEWIS COUNTY COMMUNITY DEVELOPMENT DEPARTMENT

2025 NE Kresky Avenue
Chehalis, WA 98532-2626

(360) 740-1146
FAX: (360) 740-1245

APPLICATION FOR LARGE LOT SUBDIVISION

APPLICATION #: LLS _____ - _____ **Application Submitted:** ____/____/____

Received By: _____ **SEPA Checklist No.:** SEP _____ - _____

Soil/Septic Apps: \$ _____ - _____; \$ _____ - _____; \$ _____ - _____
\$ _____ - _____; \$ _____ - _____; \$ _____ - _____

BASE FEES DUE: (1-4 lots) \$2,325 or (5+ lots) \$2,930

(Fees include \$1,385 application fee, \$90 planning review fee, \$400 EH review fees and \$450 PW review fee.).
(5+ lots includes SEPA Checklist \$355 and Legal Publication fee \$250)

ADDITIONAL REQUIREMENTS / FEES:

Soil Evaluation or Septic permit application: - require fees, possible designs, etc.

Public Sewer:- must provide documentation of availability (forms available in the Permit Center).

Public water-create new public water: well site inspection & fees, water program design review & fees, etc.

Public water – existing and new: water availability notification & fees required for each lot (forms available in the Permit Center), other reviews may be required.

Public Works – additional reviews and fees may be required for road approach permits, storm-water review, road construction review, etc.

Alterations / vacation to any large lot subdivision will be \$355.00 (other fees may apply depending on the nature of the amendment).

1. Applicant:

Name _____

Address _____

Telephone/e-mail Home(____) _____ Work(____) _____ E-Mail _____

2. Property Owner (if other than the applicant):

Name _____

Address _____

Telephone/e-mail Home(____) _____ Work(____) _____ E-Mail _____

3. Surveyor/Engineer:

Name _____

Address _____

Telephone/e-mail Home(____) _____ Work(____) _____ E-Mail _____

4. Tax parcel number(s) of the property included in this application:

5. **Is the property contained within this large lot subdivision application a part of any previous large lot subdivision?**

YES ☐ NO ☐

If yes, what was the name of the original subdivider or the Large Lot Subdivision file number?

6. **Location of property:**

Quarter Section _____, Section _____, Township _____ North, Range _____

7. **Location of site (road name/city):** _____

8. **Total acreage of the parcel(s):** _____

9. **Zoning designation of parcel(s):** _____

10. **Name(s) of Public Road(s) used for access:** _____

11. **Sizes of the proposed lots:**

Lot #1: _____ Acres or Square Feet

Lot #2: _____ Acres or Square Feet

Lot #3: _____ Acres or Square Feet

Lot #4: _____ Acres or Square Feet
(use a separate sheet of paper if additional lots are proposed)

11. **Do any lots have existing structures? If so, please identify the lot number and the type of structure.**

12. **What uses are proposed for proposed lots?**

Lot 1: ☐ Residential ☐ Commercial ☐ Industrial ☐ Other: _____

Lot 2: ☐ Residential ☐ Commercial ☐ Industrial ☐ Other: _____

Lot 3: ☐ Residential ☐ Commercial ☐ Industrial ☐ Other: _____

Lot 4: ☐ Residential ☐ Commercial ☐ Industrial ☐ Other: _____
(use a separate sheet of paper if additional lots are proposed)

13. **Existing sewage disposal (including sewage permit number and date of approval):**

☐ None

☐ Septic tank on Lot(s) # _____

☐ Sanitary sewer on Lot(s) # _____

☐ Other (Specify): _____

14. Proposed method of sewage disposal:

- ☐ Septic tank on Lot(s) # _____
- ☐ Sanitary sewer on Lot(s) # _____
- ☐ Other (Specify): _____
- ☐ Lots not intended for human habitation: Lot(s) # _____
- ☐ Lots proposed for uses not requiring sewage disposal (please identify the proposed lot number and use: _____)

15. Existing water supply:

- ☐ None
- ☐ Individual well on Lot(s) # _____
- ☐ Public or municipal water system (Name of system: _____)
- ☐ Other (Specify: _____)

16. Proposed water supply:

- ☐ Individual well on Lot(s) # _____
- ☐ Public or municipal water system (Name of system: _____)
- ☐ Other (Specify: _____)

17. Please attach copies of the following to this application form:

- A. The legal description of the tax parcel(s) contained within this application;
- B. The legal descriptions or other documentation of all existing or proposed easements affecting the property contained in this application;
- C. A map of the proposed subdivision indicating topographical features such as streams, swales and the direction of the natural drainage pattern of the site (See Attachment A attached hereto for other map requirements);
- D. Existing or proposed road maintenance agreements, well maintenance agreements, community on-site sewage disposal system maintenance agreements, or restrictive covenants that apply to the subdivision;
- E. For applications proposing service from a public or municipal sanitary sewer or water system, letters from an approved water or sewer purveyor stating the ability to provide service to each of the proposed lots. For those proposing septic systems, copies of soil evaluations for each lot. If wells are proposed, a copy of certification of water availability;
- F. Where the large lot subdivision maps or legal descriptions make reference to a Segregation Survey which has been recorded at the Lewis County Auditor's Office, a copy of said survey shall be attached;

- G. Letters certifying that utilities and public services, including the local school and fire district, have the capacity to service the proposed subdivision at the time of its completion;
- H. If required, a copy of an approved Forest Management Plan, applicable to the proposed subdivision
- I. Statement stating how the proposed subdivision complies with the Lewis County Comprehensive Plan;

18. CERTIFICATION:

I/we the undersigned, as the applicant, hereby certify that the map and legal descriptions attached hereto show the entire contiguous ownership in which I/we have an interest by reason of ownership, contract for purchase, earnest money agreement or option for purchase by any person, firm, or corporation in any manner connected with this proposed large lot subdivision and that the following is the signature(s) of the owner, contract purchaser, or their representative.

Also, that all adjoining land is owned by others not associated by a land development business relationship with the owner.

Also, that the information contained in this application, map, legal descriptions, and any other supporting documents is true and correct to the best of my/our knowledge.

SUBSCRIBED AND SWORN TO BEFORE ME THIS ____ DAY OF _____, 20__.

Notary Public in and for the State of

My office expires: _____

Large Lot Subdivision No.: LLS-_____ - _____

Tax Parcel # _____

ATTACHMENT "A"

Large Lot Subdivision Map Requirements.

A proposed large lot subdivision map shall be prepared on a sheet of paper that is of reproducible material, and shall be of the following dimensions: eight and one half by fourteen inches (8 1/2" x 14"); eleven by seventeen (11" x 17"); or eighteen by twenty four inches (18" x 24"). All drawing and lettering on the large lot plat map shall be in permanent black ink. (Include 5 copies of map at time of submittal)

Surveys shall be required for final large lot subdivision maps consistent with state survey requirements and recording criteria of the Lewis County Auditor's Office. All large lot subdivision maps shall contain the following information:

1. The date, scale (not more than two hundred (200) feet to the inch) and north arrow;
2. The name of the subdivider;
3. Designation of the quarter-quarter section, section, township and range. The boundary lines of the entire parcel, lots and their dimensions, drawn to scale;
4. A number assigned to each lot. Lot numbers are to begin with number one (1) and proceed in a consecutive sequence;
5. The location, width and names of all public and private roads within or adjoining the short subdivision;
6. The connection between any internal road system of the subdivision and the public road to be used for access;
7. Location and widths of all existing and proposed easements and rights-of-way for public services, ingress and egress or utilities within the area contained in the short subdivisions;
8. The location of existing houses, outbuildings and other structures including wells and on-site septic systems. Show the distances from the well(s) to the current and proposed property lines.
9. The boundaries of any land to be reserved for the common use of the property owners of the subdivision;
10. Point of proposed access for each lot to the public road, whether each lot shall use a common access or have individual access;
11. Location (to the extent possible) of all section and section subdivision lines referenced in the legal description of the entire property to be subdivided;
12. Buildable site for each lot. Each lot shall contain a minimum 1200 square foot buildable site consistent with Lewis County codes. No lot shall be permitted unless it is able to comply with minimum set back or buffer requirements and meets minimum size requirements;
13. Clustering of lots is permitted so long as the overall average density is consistent with the zoning designation and all other requirements of the Lewis County Code;
14. Vicinity sketch of the area in which the subdivision is located may be required;

LARGE LOT SUBDIVISION REQUIREMENTS

Lewis County Code Title 16 requires that, before any large lot subdivision map can be recorded, it must demonstrate:

1. *That all lots have building areas outside designated critical areas and buffers.*

Demonstrate this by showing all critical area boundaries and buffers on the proposed large lot subdivision map. All buffers must comply with existing Lewis County development regulations, including, but not limited to: the Critical Areas Ordinance, the Shoreline Master Program, and the Flood Hazard Prevention Ordinance. Each lot must have a minimum 1200 square foot building site per Lewis County Code requirements.

2. *That the segregation makes adequate provision for roads, waste disposal, and water consistent with County standards.*

Demonstrate this by showing all proposed and existing roads (public and private) including easements and access to public roads servicing the segregation. **NOTE: Access from a public road requires an access or approach permit. If access is proposed from a state highway, the State Department of Transportation must review and approve access. Even if there is a current access permit, the DOT must review and approve access based on the subdivision proposal.** Roads are required to meet County standards (if they are to be dedicated to the County) or County recommendations (if they are to be private roads). A maintenance agreement must be provided, indicating ownership of private roads and how they will be maintained. All proposed and existing sewage systems or septic systems shall be indicated on the map, as well as location of wells or public water connections. If individual septic systems are proposed, a soil survey shall be submitted for each lot, demonstrating that a septic system is feasible, in compliance with County Health Department standards. If water from a water service provider is proposed, the applicant must submit certification from the provider that water is available in quality and quantity sufficient for the proposed use of all lots within the segregation. If individual wells or a public well is proposed, the applicant shall provide assurance from a licensed water expert that there exists a high probability that water of sufficient quality and quantity to meet the needs of all lots in the segregation is available. At least one test well may be required if the administrator determines that the availability of water is questionable.

3. *That all public facilities and services necessary to serve the proposed segregation will be available at the time of the development on the lots, specifically including schools and fire protection.*

No large lot subdivision will be allowed that results in the necessity of urban services or facilities. The public works director shall review all segregations for adequacy of all internal roads as well as public roads used for access. All public roads shall meet minimum Lewis County design and service capacity requirements. Certification that all other services necessary to the segregation, including utilities, will be available at the time of development of the lots shall be required in the form of a letter from the provider(s) indicating that service and capacity is available and that levels of service will not result that are below adopted minimum levels. School districts and fire districts servicing the segregation shall certify that they have the capacity to provide services to the segregation without causing levels of service to drop below minimum adopted levels.

4. *That the segregation otherwise complies with the Lewis County Comprehensive Plan and development regulations.*

To demonstrate that the segregation otherwise complies with the Lewis County Comprehensive Plan, the applicant shall include citations to that effect, including appropriateness of zoning designation, proposed use, and how the health, safety and general welfare of the community shall be benefited.

5. *Where required, the approval includes local action under state forest practice regulations, including review of the forest management plan.*

Large Lot Subdivision Application Procedure

1. Applicant submits a complete application, including a preliminary plat map.
2. Planning reviews the application for completeness. If additional information is needed, the planning staff will notify the applicant.
3. A planning review is performed by planning staff. If there are issues resulting from that review, the applicant will be notified.
4. The application will be routed to Environmental Services, Public Works, and Planning for review and comments.
5. Preliminary approval will be granted, including conditions for development of the proposed plat or the proposal will be denied. If the proposal is denied, the applicant will be informed, in writing, the reason(s) for denial. If preliminary approval is granted, the applicant shall have three years to complete the project, fulfill the conditions for final approval, and submit the final plat map for recording.
6. Once the applicant feels that all conditions for final approval have been met, a survey must be performed, and a proposed final plat map submitted to Property Management for approval.
6. After the final plat map has been approved by Property Management, submit one final mylar and three copies to Property Management. That office will forward the maps to Engineering, where they will be reviewed and given final approval. Planning will then review and approve the final plat map. **Before recording, all taxes must be paid at the Lewis County Treasurer's Office, and a receipt must accompany the final plat map.** Once the final plat has been recorded at the Lewis County Auditor's Office, the applicant may sell, rent, lease or otherwise transfer title of the individual lots.

PERMISSION TO ENTER

Date

Lewis County Community Development Department
Lewis County Health & Social Services (Environmental Health)
2025 NE Kresky Avenue
Chehalis, WA 98532

I understand that County regulations require owner permission for County personnel to enter private property to conduct permit processing, review and inspections. I also understand that my failure to grant permission to enter, or an inability to contact me for prior notification of the time and date of inspection entries, may result in denial or withdrawal of a permit or approval.

Applications have been submitted for the following services:

1) _____; 2) _____; 3) _____;
(Enter Type of Permit – i.e., building, septic, etc., - include all that apply)

which may require on-site permit processing, review and inspection by employees of the Community Development Department, Lewis County Environmental Services or Public Works for the property at:

_____; and _____;
(site address/location) (tax parcel number)

By my signature below, permission is granted for representative(s) of the Community Development and Public Health Departments (Planning, Environmental, and Building sections) to enter and remain on and about the property for the sole purpose of processing such permits and performing required inspections and/or reviews.

By my signature below, I certify that I am either the current legal owner of this property or their authorized representative. With this document I take full responsibility for the lawful action that this document allows.

Prior notification of the date of inspection(s) will take place is:

[] Not required [] Required: - () _____ - _____ (Must provide phone number where applicant/representative can be reached)

Name as listed on Application
(Please Print)

Signature

Mailing Address of Signatory (Street / P.O. Box)

Name of individual signing this document
(☐ Property Owner or ☐ Authorized Agent)

City, State, Zip

**LEWIS COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT ADEQUATE
FACILITIES REQUIREMENTS- SCHOOLS**

Date: _____

School District: _____

To Whom It May Concern:

We are requesting a land use permit for _____

located at _____

which lies within your district. Please respond below, by checking the appropriate box to indicate whether or not your district has the capacity to serve the proposal or will have at the time of development. Thank you for your time.

Sincerely,

(Applicant)

- ☐ Yes, we have the capacity to serve the proposed development, or will have capacity at the time it is developed.
- ☐ No, we do not have the capacity to serve the proposed development

Signed: _____ Date: _____

**LEWIS COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT
ADEQUATE FACILITIES REQUIREMENTS- FIRE**

Date: _____

Fire District: _____

Dear Commissioner or Fire Chief;

We are requesting a land use permit for _____

located at _____

which lies within your district. Please respond below, by checking the appropriate box to indicate whether or not your district has the capacity to serve the proposal or will have at the time of development. Thank you for your time.

Sincerely,

(Applicant)

- ☐ Yes, we have the capacity to serve the proposed development, or will have capacity at the time it is developed.
- ☐ No, we do not have the capacity to serve the proposed development

Signed: _____ Date: _____

**LEWIS COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT
ADEQUATE FACILITIES REQUIREMENTS- POLICE**

Date: _____

Police Department: _____

Dear Sheriff or Police Chief;

We are requesting a land use permit for _____

located at _____

which lies within your district. Please respond below, by checking the appropriate box to indicate whether or not your district has the capacity to serve the proposal or will have at the time of development. Thank you for your time.

Sincerely,

(Applicant)

- ☐ Yes, we have the capacity to serve the proposed development, or will have capacity at the time it is developed.
- ☐ No, we do not have the capacity to serve the proposed development

Signed: _____ Date: _____

**LEWIS COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT ADEQUATE
FACILITIES REQUIREMENTS- REFUSE DISPOSAL**

Date: _____

Disposal Company: _____

To Whom It May Concern:

We are requesting a land use permit for _____

located at _____

which lies within your district. Please respond below, by checking the appropriate box to indicate whether or not your district has the capacity to serve the proposal or will have at the time of development. Thank you for your time.

Sincerely,

(Applicant)

- ☐ Yes, we have the capacity to serve the proposed development, or will have capacity at the time it is developed.
- ☐ No, we do not have the capacity to serve the proposed development

Signed: _____ Date: _____